

---

## Table of Contents

G Contract Administration Data.....	G-1
G.1 General.....	G-1
G.2 Authority to Obligate the Government .....	G-1
G.3 Accounting and Appropriation Data .....	G-1
G.4 Representatives .....	G-1
G.4.1 Contracting Officer (CO) .....	G-2
G.4.2 Contract Specialist .....	G-2
G.4.3 DIAR 1452.201-70 Authorities and Delegations (SEP 2011) .....	G-2
G.4.4 Contracting Officer’s Representative Authority .....	G-3
G.4.5 Contractor’s Representative .....	G-7
G.5 Payment for Unauthorized Work.....	G-8
G.6 Method of Annual Payment.....	G-8
G.6.1 Payments to the Contractor .....	G-8
G.6.2 Payments to FirstNet .....	G-8
G.6.3 Delayed Payments to FirstNet .....	G-9
G.7 Other Administrative Considerations .....	G-9
G.8 Department of Commerce Acquisition Regulation.....	G-9
G.8.1 CAR Clauses by Reference.....	G-9
G.8.2 CAR Clauses in Full Text .....	G-10
G.8.3 CAR 1352.201-72 - Contracting Officer's Representative (COR) (APR 2010).....	G-10
G.8.4 CAR 1352.216-76 Placement of Orders (APR 2010) .....	G-10
G.9 Invoice.....	G-11
G.9.1 Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP) (APR 2013) .....	G-11
G.9.2 Invoice Contents .....	G-11

---

## **G Contract Administration Data**

### **G.1 General**

The contract and all associated task orders will be awarded and administered by the Department of the Interior (DOI), Interior Business Center (IBC), Acquisition Services Directorate (AQD) on behalf of the Department of Commerce and the First Responder Network Authority (FirstNet).

### **G.2 Authority to Obligate the Government**

A Contracting Officer, in accordance with Subpart 1.6 of the Federal Acquisition Regulation (FAR), is the only person authorized to make or approve any changes in any of the objectives and/or requirements of this contract, or subsequent task orders, and notwithstanding any clauses contained elsewhere in this contract, the said authority remains solely with a Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than a Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made as a result thereof. No cost chargeable can be incurred before receipt of a fully executed contract and/or task order(s) or specific authorization from the Contracting Officer.

### **G.3 Accounting and Appropriation Data**

Obligations under the contract will occur at the task order level. Accounting and appropriation data for obligations will be set forth on individual task orders.

### **G.4 Representatives**

Notwithstanding the Contractor's responsibility for management during the performance of this contract, and subsequent task order(s), administration of the contract will require maximum coordination between the Government and the Contractor.

The following subsections describe the roles and responsibilities of individuals who will be the primary points of contact for the Government on matters regarding Indefinite Delivery, Indefinite Quantity (IDIQ) contract and Task Order administration as well as other administrative information, unless otherwise stated in the individual task order(s). The Government may change assignments for this Task Order at any time without prior approval of the Contractor. The Contractor will be notified of the change. The FirstNet NPSBN IDIQ Contract and any Task Order will be administered by the Contracting Officer and Contract Specialist. Written communications shall reference the contract and task order number and shall be mailed to the address below.

---

**G.4.1 Contracting Officer (CO)**

Gregory Ruderman

U.S. Department of Interior  
Interior Business Center  
Acquisition Services Directorate – Herndon  
381 Elden Street, Suite 4000  
Herndon, VA 20170  
Email: [Greg\\_Ruderman@ibc.doi.gov](mailto:Greg_Ruderman@ibc.doi.gov)

**G.4.2 Contract Specialist**

Stephanie Leikach

U.S. Department of Interior  
Interior Business Center  
Acquisition Services Directorate – Herndon  
381 Elden Street, Suite 4000  
Herndon, VA 20170  
Email: [Stephanie\\_Leikach@ibc.doi.gov](mailto:Stephanie_Leikach@ibc.doi.gov)

**G.4.3 DIAR 1452.201-70 Authorities and Delegations (SEP 2011)**

- (a) The Contracting Officer is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work.
- (b) The Contracting Officer will designate a Contracting Officer's Representative (COR) at time of award. The COR will be responsible for a technical monitoring of the contractor's performance and deliveries. The COR will be appointed in writing, and a copy of the appointment will be furnished to the Contractor. Changes to this delegation will be made by written changes to the existing appointment or by issuance of a new appointment. The COR for this contract will be appointed upon Task Order award.
- (c) The COR is not authorized to perform, formally or informally, any of the following actions:
  - 1. Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;
  - 2. Waive or agree to modification of the delivery schedule;
  - 3. Make any final decision on any contract matter subject to the Disputes Clause;
  - 4. Terminate, for any reason, the Contractor's right to proceed; or
  - 5. Obligate, in any way, the payment of money by the Government.
- (d) The Contractor shall comply with the written or oral direction of the Contracting Officer or authorized representative(s) acting within the scope and authority of the appointment memorandum. The Contractor need not proceed with direction that it considers to have been issued without proper authority. The Contractor shall notify the Contracting Officer in writing, with as much detail as possible, when the COR has taken an action or has issued direction

(written or oral) that the Contractor considers to exceed the COR's appointment, within 3 days of the occurrence. Unless otherwise provided in this contract, the Contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in paragraph (c) prior to receipt of the Contracting Officer's response issued under paragraph (e) of this clause.

- (e) The Contracting Officer shall respond in writing within 30 days to any notice made under paragraph (d) of this clause. A failure of the parties to agree upon the nature of a direction, or upon the contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.
- (f) The Contractor shall provide copies of all correspondence to the Contracting Officer and the COR.
- (g) Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the Contractor's risk.

(End of notice)

#### **G.4.4 Contracting Officer's Representative Authority**

As the CO's designated representative, the COR is authorized to act in the stead of the CO to monitor the technical effort being performed under this contract and/or subsequent task order(s) unless otherwise delegated on the subsequent task order(s). The COR must become very familiar with the objectives and/or requirements and communicate with the Contractor to ensure the Contractor is making satisfactory progress in performance. Other than the CO, the COR is the only Government employee who may direct the flow of matters between the Government and the Contractor. Additionally, the COR is limited to directing the flow of technical matters, and no other matters.

A contract is a legally enforceable agreement that sets forth the rights and responsibilities of the parties thereto. If the Contractor deviates from the terms of this contract and/or subsequent task order(s), it is a matter between the Government (represented by the CO) and the Contractor. The COR must therefore keep the CO fully informed so that effective solutions can be applied to problems as soon as they develop. The COR will be required to exercise his/her best judgment to determine what matters deserve the attention of the CO. When in doubt, report the matter to the CO.

COR suggestions to the Contractor about what must be done to fulfill the terms and conditions may lead to unauthorized commitments by the Government for additional compensation or to a release of the Contractor from its obligations under this contract and/or subsequent task order(s). The COR must therefore refrain from communicating with the Contractor about matters that are outside the flow of technical matters. If in doubt, ask the CO. While the COR can and must make technical decisions, the COR may not take any contractual administration actions unless they are clearly authorized by a COR appointment.

1. An appointed/designated COR is authorized and required to:
  - a. Inspect and monitor the Contractor's performance to assure technical compliance. Immediately notify the CO of non-compliance, failure to make due progress, or a dispute. The COR should refer all discussions concerning disputed matters to the CO.

- 
- b. Inspect and verify satisfactory delivery of all services and products, including the Contractor's reports.
    - c. Verify efficient and satisfactory performance of work for payment purposes. When contracts/task order(s) contain a warranty or maintenance clause, immediately notify the CO and the Contractor of any deficiencies. After you have completed the notification, monitor the Contractor's response. Notify the CO if the Contractor fails to comply with the requirements in a timely fashion.
    - d. Within five business days of receiving an invoice or an electronic notification through the Invoice Processing Platform (IPP) ([www.ipp.gov](http://www.ipp.gov)) enter on the first page of a paper invoice, or in the appropriate space in IPP for an electronic invoice, the recommended action whether to Approve, Reject or Partially Approve the invoice. The COR must make invoice action recommendations on Debit Invoices and/or Credit Vouchers/Memos before IPP can forward them for CO approval.
  2. When exercising COR duties under this appointment, the COR is responsible for:
    - a. Knowing and understanding the terms and conditions of this contract and/or subsequent task order(s). Immediately discuss any unclear areas with the CO;
    - b. Knowing the scope and limitations of the COR authority and using good judgment, skill, and reasonable care in exercising it;
    - c. Protecting privileged and sensitive procurement information;
    - d. Monitoring the work site periodically to verify progress and informing the CO of the findings concerning:
      - 1) Actual performance vs. scheduled performance.
      - 2) Action needed to restore this effort to schedule;
    - e. Implementing the Government Furnished Property/Materials (GFP/M) contract provisions, when applicable. COR responsibilities for GFP/M include: providing the CO with any proposed changes, additions, or deletions to GFP/M; ensuring that delivery is made on time; and inspecting each unit upon its return and notifying the CO of any deficiencies;
    - f. Monitoring the results of all required tests within the stated time limitations. The results must be promptly forwarded to the CO. When equipment is delivered to more than one site, ensuring the CO is informed in writing (e.g., e-mail) of delivery and acceptance. Ensuring that equipment is not installed or repaired by Government personnel when the responsibility lies with the Contractor;
    - g. Documenting actions taken and decisions that have made as the COR, and maintain adequate records to describe sufficiently the performance of the duties as COR during the life of this contract and/or subsequent task order(s). As a minimum, the COR file should contain copies of the following:
      - 1) COR appointment memorandum
      - 2) Contract and Task Order(s) award and any modifications
      - 3) All correspondence
      - 4) Records of COR inspections
      - 5) Records of conversations with the contractor
      - 6) Invoices and vouchers;
    - h. Providing the CO with a copy of any correspondence (including e-mail) sent to the Contractor;

- 
- i. Assuring that the Contractor has access to the facility as well as appropriate clearances for personnel to have access to classified or sensitive material, when applicable, as soon as it is determined that access to such material will be required;
  - j. Reviewing and recommending to the CO approval/disapproval of Contractor's requests for public release of information regarding work being performed under this contract and/or subsequent task order(s);
  - k. Maintaining current COR certification throughout the appointment. In accordance with Office of Management and Budget memorandum dated September 6, 2011, Subject: The Federal Acquisition Certification for Contracting Officer Technical Representatives, CORs must have a minimum of 40 hours of training and must maintain their skills currency through continuous learning. Twenty-two of the required 40 hours of training hours must cover the essential COR competencies. The remaining 18 hours of the required 40 hours of training should include agency-specific courses, electives, and/or those identified by the COR's supervisor, in consultation with the Contracting Officer, as necessary, for managing a particular contract. To maintain a FAC-COR, CORs are required to earn 40 continuous learning points (CLPs) of skills currency training every two years.
  - l. Immediately notifying the CO of an impending COR change in order to facilitate a smooth transition and early training of the new COR; and
  - m. Monitoring the performance and dollars expended on time-and-material and labor- hour type line items or contracts to ensure that they appear to be reasonable for the efforts performed; this includes the type of labor and number of labor hours, travel (including locations, duration, and number of travelers), and types and quantities of material.

The COR shall only authorize or approve contractually funded travel expenses which comply with Federal Travel Regulations or Joint Travel Regulation, as appropriate. As a minimum, the COR must review invoices and any status reports provided by the Contractor to verify that the hours and costs incurred are reasonable in view of the Contractor's effort and deliverables provided. The COR must also review invoices to ensure that the labor rates charged are the same as those set forth in this contract and/or subsequent task order(s).

This contract is covered by the Prompt Payment Act, which subjects the Government to penalties if invoices are not paid in a timely fashion. Penalties are assessed if payment is not made within 30 days after receipt of a proper invoice or final acceptance of the goods or services, whichever is later.

To avoid paying late payment penalties from your program funds, it is important that the COR promptly accept/reject delivered goods or services and immediately certify invoices for payment. Payment, inspection, and acceptance procedures are set forth in this contract and/or subsequent task order(s). Notify the CO immediately if goods or services are rejected. Ensure invoices include proper justification for rejected or partially paid invoices.

The COR must ensure that Contractor employees and consultants with access to Government information technology systems complete the required background investigation process. Prior to granting access to Government applications and systems the COR must verify that Contractor employees and consultants meet the mandatory training requirements of OMB Circular A-130 and 5 CFR Part 930.

The COR may face personal pecuniary liability if he/she commits unauthorized acts that obligate the Government to pay for work that is outside the scope of this contract and/or subsequent task order(s). It is therefore essential for the COR to understand that under the COR appointment, the COR must NOT:

- a. Modify the stated terms and conditions or the scope of work in any manner. All such changes must be made in writing by the CO;
- b. Award, execute, or agree to any contract, contract modification, accord, task or delivery order, notice of intent, or any similar agreement;
- c. Obligate the Government, in any way, to make any payment of money outside the terms and conditions of this contract and/or subsequent task order(s);
- d. Make a final decision on any contractual matter that is subject to the Disputes Clause at FAR 52.233-1;
- e. Terminate the Contractor's right to proceed, or impose or place a demand upon the Contractor to perform any task or permit any substitution not specifically provided for under this contract and/or subsequent task order(s);
- f. Change the period of performance;
- g. Authorize purchases not provided for under this contract and/or subsequent task order(s);
- h. Authorize the use of overtime;
- i. Furnish or authorize the furnishing of Government property, except as required under this contract and/or subsequent task order(s);
- j. Direct the activities of any employee of the Contractor, except as specifically provided for under this contract and/or subsequent task order(s);
- k. Authorize subcontracting or the use of consultants not already authorized under this contract and/or subsequent task order(s);
- l. Grant deviations from or waive any of the terms or conditions under this contract and/or subsequent task order(s); or
- m. Make any change that affects price, quality, quantity, delivery, or other terms and conditions under this contract and/or subsequent task order(s).

The COR may not delegate any of the duties or responsibilities assigned to you under this appointment, and should ensure that an Alternate COR is appointed to perform duties in the event of your absence.

An appointment as COR will end on the earliest of the following events:

1. Contract and/or Task Order completion.
2. Contract and/or Task Order termination.
3. Leaving present duty position.
4. The CO's termination of this appointment.

When performing COR duties under a COR appointment, the COR shall maintain an arms-length relationship with the Contractor and consistently strive to protect the interests of the Government. The COR should be particularly attentive to possible violations of the False Claims Amendments Act of 1986 and the Program Fraud Civil Remedies Act of 1986, which involve the submission of false claims or the making of false statements. Similarly, the COR shall avoid any act that may tend to compromise the integrity or apparent integrity of yourself or the Government, or which interferes with the Contractor's right to perform.



Gratuities offered to the COR or any other Government official by any private person or company must be reported to the CO. In the capacity as the COR, the COR is responsible for promptly notifying the CO of any suspected violations of the Gratuities Clause, FAR 52.203-3.

If the COR has or intends to obtain any direct or indirect financial interest which conflicts with your duty to promote and protect the interests of the United States (this includes any discussion of employment with the Contractor), the COR shall immediately advise his/her supervisor and the CO of the conflict. The COR shall also avoid the appearance of any such conflict to maintain public confidence in the Government's conduct of business with the private sector.

#### **G.4.5 Contractor's Representative**

The Contractor shall provide a Program Manager to facilitate Government-Contractor communications. The Program Manager shall be the primary technical and managerial interface between the Contractor and CO and the COR identified below. The name of this person, and an alternate or alternates, who shall act for the contractor when the Manager is absent, be designated in writing to the CO. The Program Manager or alternate will have full authority to act for the Contractor on all contract matters relating to daily operations.

The Contractor's designated Program Manager for this contract is:

Name: **TO BE DETERMINED AT TIME OF AWARD**

Address:

Phone:

Fax:

Email:

The Contractor's designated Program Manager for this contract shall have the authority to make any no-cost contract technical, hiring and dismissal decision, or special arrangements regarding this contract.

The Program Manager shall have full authority to act for the Contractor in the performance of the required services. The Program Manager or a designated representative shall meet with the CO/COR as necessary to maintain satisfactory performance and to resolve any issues pertaining to Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within two (2) workdays of the subject meeting. The Program Manager, and all designated representatives, shall be able to fluently read, write, and speak the English language.

The Program Manager or alternate must be available during normal duty hours, as specified herein and to meet with government personnel within 24 hours notification to discuss problems.

The Program Manager may not be diverted to other projects for 180 consecutive days or more without giving prior written notification to the contracting officer or his representative. Such notification shall include a justification for the diversion, together with information on the proposed substitute in sufficient detail to permit analysis of any potential negative effects on contract performance. No



substitution shall be made without the written consent of the contracting officer; provided, however, that the contracting officer may grant such consent retroactively. Any such substitution of a permanent nature will be made a part of this contract through the issuance of a modification.

When the Project Manager is temporarily unavailable to manage the contract effort for a period longer than 72 hours, including absences due to vacation or illness, the contractor will provide to the COR a written designation of an alternate representative, itemizing any limitations in the alternate's authority.

## **G.5 Payment for Unauthorized Work**

No payments will be made for any unauthorized supplies and/or services, or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of its own volition or at the request of an individual other than a duly appointed COR. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this contract and/or subsequent task order(s).

## **G.6 Method of Annual Payment**

### **G.6.1 Payments to the Contractor**

The Department of the Interior has adopted the General Services Administration's System for Award Management as its database for contractor information. All payments by the Government under this contract shall be made by electronic funds transfer (EFT). Therefore, the clause at FAR 52.232-33, Payment by Electronic Funds Transfer – System for Award Management, applies and is incorporated by reference in Section I, Contract Clauses, of this contract.

### **G.6.2 Payments to FirstNet**

The FirstNet model includes annual payments from the Contractor to FirstNet. The FAR at 32.601(a)(2) allows the Government to collect amounts due from the Contractor under the terms and conditions of the contract. The Government anticipates collecting Payments to FirstNet (Section B.2.2, State and Territory Task Order(s) – Initial FirstNet-Deployed RAN States) from the Contractor as shown below:

- The first payment to FirstNet will be due two weeks after the state and territory task order award date. The first payment amount will be the proposed year 1 payment in the Payments to FirstNet worksheet of the Pricing Template (Section J, Attachment J-13).
- Each subsequent year's payment will be due two weeks prior to the start of the subsequent Government fiscal year and will continue until all proposed 25 payments in the Payments to FirstNet worksheet of the Pricing Template (Section J, Attachment J-13) have been made or until the end of the 25-year period of performance of the IDIQ contract, whichever occurs first.
- The Offeror's proposed payments are severable at the state level.

FirstNet anticipates utilizing pay.gov to collect annual payments from the Contractor. Pay.gov accepts several forms of payment, including EFT. FirstNet anticipates that Pay.gov will be updated prior to contract award with instructions pertaining to the method for payments from the Contractor to FirstNet. The instructions by which the Contractor shall remit payments to FirstNet will be finalized prior to contract award.

---

### G.6.3 Delayed Payments to FirstNet

The FirstNet model includes annual payments from the Contractor to FirstNet. The FAR at 32.601(a)(2) allows the Government to collect amounts due from the Contractor under the terms and conditions of the contract. The Government anticipates collecting Delayed Payments to FirstNet (see Section B.2.3, State and Territory Task Order(s) – Delayed FirstNet-Deployed RANs), from the Contractor as shown below:

- The first payment to FirstNet will be due two weeks after the state and territory task order award date. The first payment amount will be the proposed year 1 payment in the Delayed Payments to FirstNet worksheet of the Pricing Template (Section J, Attachment J-13).
- Each subsequent year's payment will be due two weeks prior to the start of the subsequent Government fiscal year, and will continue until the end of the 25-year period of performance of the IDIQ contract.
- The last payment amount may be adjusted pro rata to align the Offeror's proposal with the respective Government fiscal year and the end of the 25-year period of performance of the IDIQ contract.
- Due to the timing of the respective state and territory task order awards for the Delayed Payments to FirstNet, all Delayed Payments to FirstNet that were proposed by the Offeror and are beyond the 25-year period of performance of the IDIQ contract will not be required.
- The Offeror's proposed payments are severable at the state level.

FirstNet anticipates utilizing Pay.gov to collect annual payments from the Contractor. Pay.gov accepts several forms of payment, including EFT. FirstNet anticipates that Pay.gov will be updated prior to contract award with instructions pertaining to the method for payments from the Contractor to FirstNet. The instructions by which the Contractor shall remit payments to FirstNet will be finalized prior to contract award.

### G.7 Other Administrative Considerations

To promote timely and effective administration, correspondence shall be subject to the following procedures:

- a) Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the COR with an information copy to the CO.
- b) All other correspondence, including invoices, (which proposes or otherwise involves waivers, deviations or modifications to the objectives and requirements, terms or conditions) shall be addressed to the Contracting Officer with an information copy to the COR.

### G.8 Department of Commerce Acquisition Regulation

#### G.8.1 CAR Clauses by Reference

The contract clauses set forth in the following paragraphs of the Department of Commerce Acquisition Regulation (CAR) are incorporated in this contract (marked "X" when applicable) with the same force and effect as though set forth herein in full text. The designated clauses are incorporated as they appear in the CAR on the date of this solicitation/contract, notwithstanding the date referenced.

Table 1 CAR Clauses by Reference

Clause	Title	Date
1352.201-70	Contracting Officer's Authority	MAR 2010

## G.8.2 CAR Clauses in Full Text

The contract clauses set forth as follows are the CAR clauses.

### G.8.3 CAR 1352.201-72 - Contracting Officer's Representative (COR) (APR 2010)

(a) \_\_\_\_ TBD \_\_\_\_ is hereby designated as the Contracting Officer's Representative (COR). The COR may be changed at any time by the Government without prior notice to the contractor by a unilateral modification to the contract. The COR is located at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

(b) The responsibilities and limitations of the COR are as follows:

(1) The COR is responsible for the technical aspects of the contract and serves as technical liaison with the contractor. The COR is also responsible for the final inspection and acceptance of all deliverables and such other responsibilities as may be specified in the contract.

(2) The COR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the contract price, terms or conditions. Any contractor request for changes shall be referred to the Contracting Officer directly or through the COR. No such changes shall be made without the express written prior authorization of the Contracting Officer. The Contracting Officer may designate assistant or alternate COR(s) to act for the COR by naming such assistant/alternate(s) in writing and transmitting a copy of such designation to the contractor.

(End of clause)

### G.8.4 CAR 1352.216-76 Placement of Orders (APR 2010)

(a) The contractor shall provide goods and/or services under this contract only as directed in orders issued by authorized individuals. In accordance with FAR 16.505, each order will include:

- (1) Date of order;
- (2) Contract number and order number;
- (3) Item number and description, quantity, and unit price or estimated cost or fee;
- (4) Delivery or performance date;
- (5) Place of delivery or performance (including consignee);
- (6) Packaging, packing, and shipping instructions, if any;

---

(7) Accounting and appropriation data;

(8) Method of payment and payment office, if not specified in the contract;

(9) Any other pertinent information.

(b) In accordance with FAR 52.216–18, *Ordering*, the following individuals (or activities) are authorized to place orders against this contract:

\_\_\_\_\_ TBD at award \_\_\_\_\_

(c) If multiple awards have been made, the contact information for the DOC task and delivery order ombudsman is not applicable.

(End of clause)

## G.9 Invoice

### G.9.1 Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP) (APR 2013)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).

“Payment request” means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice [Contracting Officer to edit and include the documentation required under this contract]: The Contractor must use the IPP website to register access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) prior to the contract award date, but no more than 3-5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email [ippgroup@bos.frb.org](mailto:ippgroup@bos.frb.org) or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

(End of Local Clause)

### G.9.2 Invoice Contents

Any payment under this contract and/or task order(s) to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. The Contractor shall bill either monthly or quarterly, in arrears, in accordance with 31 U.S.C 3324.

---

The Contractor shall submit a proper invoice in accordance with the IOC/FOC milestones but no more than once monthly. Invoices must identify the fixed price payment to the Contractor for each IOC/FOC milestone accepted, corresponding to the pricing tables in Section B, Supplies or Services and Prices/Costs. To constitute a proper invoice, the invoice must include information and/or attached documentation in accordance with FAR 32.905(b).